



**SMITHDON HIGH SCHOOL**

# **Work Experience Policy**

**Approved by: Governing Body**

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## 1. Introduction

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this supports Gatsby Benchmark 6 "Experiences of Workplaces" which states:

*Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.*

Further information on the benchmarks can be found:

[www.goodcareerguidance.org.uk/the-benchmarks](http://www.goodcareerguidance.org.uk/the-benchmarks)

Work experience is one of the most important activities between employers and secondary schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills, as well as the key skills they will need for the world of work whilst helping young people make decisions about their future.

All year 10 students will participate in work experience. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged.

Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff i.e. the Special Educational Needs Co-ordinator (SENCO) and the placement provider.

## 2. Our Aims

Work experience should:

- Help to prepare students for the demands and expectations of the working world
- Provide an insight in the skills, qualities and attributes required by employers
- Assist to develop students employability skills
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation and resilience
- Provide students with an opportunity to relate school studies with a workplace
- Support Smithdon's CEIAG provision
- Help students to make informed careers decisions by exploring potential careers
- Provide students with an opportunity for self-evaluation

### **3. Provision**

The opportunity for a five-day (academic calendar dependent) work placement is completed by all Year 10 students on the penultimate week of the summer term.

### **4. Management and Coordination**

Approval of work placements is the responsibility of Smithdon High School and the school manages all documentation for placements.

Placements can be sourced through a number of different methods including personal contacts, school contacts or external provider contacts, e.g. The Careers Enterprise Company.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience.

### **5. Safety Considerations**

The HSE guidance for work experience and placements is invaluable and should be shared

with staff and placement providers. It can be found at [www.hse.gov.uk/youngpeople/workexperience/index.htm](http://www.hse.gov.uk/youngpeople/workexperience/index.htm)

### **6. Considerations for School**

“[For] those organising placements, [they] should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place. They should not be second-guessing employers’ risk assessments or requiring additional paperwork. This means that schools do not need to complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so.” HSE Guidance on Work Experience. However, should potential high risk placements be requested and where employers have not been used before, a risk assessment will be completed by staff of Smithdon/WNAT.

### **7. Considerations for the Placement Provider**

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees. The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured. An employers’ existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Their existing Employer’s Liability Insurance will cover such placements.

## 8. Assessing the Risk

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down. We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance:

- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice.
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a higher-risk environment such as construction, agriculture and manufacturing we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
- In addition to this, we will ask that the risk assessments take into account the student's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe methods of working. The advice of the SENCO and other relevant staff shall be sought in such cases before information is sent from the school.
- In addition to points 6 and 7, where possible, we seek both employers and public liability insurance but neither Smithdon High School or staff can take any responsibility for accidents or incidents during the work experience placement and this is signed off by parents/careers as part of the parent/student contract (Appendix 4).

### **Briefing our Students in School:**

- The school will deliver an assembly, prior to the students going out on placement, which reiterates the importance of work experience and its benefits. This assembly will also be used to explain about health and safety in the workplace and confirms the procedure for raising any health and safety, as well as safeguarding, concerns.
- The school will reinforce these messages in the final few days before the students go out on placement, through a tutor-based lesson covering health and safety.
- We request that the placement provider brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.
- Where possible a copy of the risk assessment will be provided to students and parents as part of the agreement so any risks can be assessed prior to placement (where risk assessments are completed on the first day of placement this will not be possible).

## **9. Safeguarding our students**

Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document "Keeping Children Safe in Education" indicates:

- Pupils below the age of 16 cannot have a DBS check undertaken.
- All placement providers will be given guidance prior to the commencement of the placement (see appendix 1) which highlights good practice for safeguarding staff and how to report a safeguarding concern

## **10. Monitoring**

All students who access the work experience programme will be expected to complete a workbook (provided) to document their days and experiences whilst on placement. This will lead on to reflection and evaluation.

The Careers Lead at Smithdon High school will make contact with employers and students, electronically initially, within the first 2 working days to carry out initial checks, follow up correspondence, phone calls or visits will be made should they be deemed necessary. Contact details for the Careers Lead are provided to both employers and students for the duration of the placement should contact need to be made from either party.

Employer and student questionnaires to be completed as part of the reflection and evaluation of the students' performance.

## Appendix 1

### Safeguarding Work Experience Guidance and Procedure

#### Employer Guidance:

Positive role models: During the work experience, the employer acts in a mentor capacity and therefore needs to act as an appropriate role model with due regard for appropriate conduct with learners, it is therefore important to:

- Act as an appropriate role model
- Value a learner's contributions and opinions
- Encourage them to reach their desired goal
- Listen to the learner and discuss relevant topics

It is also important that work experience supervisors are not put in a vulnerable position, so it is suggested that where possible liaison with learners should:

- Take place in an open space with other people present where possible
- Be within appropriate working hours
- Consider if questions asked about personal or family life are of an appropriate nature.

#### Disclosure from a learner:

If you have concerns about the protection of a young person you are working with (for example something the learner has said) then immediately contact the school and speak to the Careers leader, responsible for work experience Miss S Fairweather.

## Appendix 2

# SMITHDON HIGH SCHOOL

## WORK EXPERIENCE PLACEMENT FORM

For any queries please contact Miss S Fairweather at s.fairweather@smithdonhigh.org.uk

### Section 1: Employer Details

Contact Name	
Position	
Telephone Number	
Email Address	
Address  Address of placement (if different)	
Name of person responsible for the student during placement:	
Type of Business	
Insurance details	Please confirm that Employers' Liability Insurance and Public Liability Insurance will be in place for the duration of the placement.  Please circle:    Yes        No  <i>Please note that Employers' Liability Insurance is essential and Public Liability Insurance alone will not suffice.</i>
Details	Company/policy number:  Expiry date:  <b>Please send a copy with the return of this agreement.</b>



## Section 2: Student Details, Duties and Expectations

Students placement job title	
Days/Hours of work (including breaks) for student	
Dress Code (including hair, make-up and jewellery)	
Outline of planned activities (e.g. painting door frames, using computer in office)	
Specific clothing/equipment needed, if any (that isn't supplied)	
What equipment / plant / machinery will the student be expected to use	
I can confirm the above equipment is used and maintained as per manufacturer's Instructions	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 3: Health and Safety

Does the organisation have a current Health and Safety Policy in place which meets HSE guidelines?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have risk assessments been carried out to identify significant risks and are adequate control measures in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has or will a Young Workers Risk Assessment been completed? (template can be supplied if required) <b>Please send a copy with the return of this agreement.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please confirm the learner will be supervised at all times	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please confirm the student will receive sufficient information/induction/training and PPE (where necessary) so they understand the risks in the workplace and can fulfil their role safely.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Whilst the student is working with your organisation will they travel in a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes is appropriate insurance in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employer has considered safeguarding issues and implemented appropriate actions to safeguard Young Persons?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 4: Induction

Will the learner attend an Induction on his/her first day and will this be documented?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please describe the H&S elements that will be covered within the initial induction given to the student (tick all that apply):			
Introductions to staff and tour of the facilities		Fire & Evacuation Procedures	
First Aid & Accident procedures		Prohibited areas	
Attendance & Absence procedures		H&S notices & policies, H&S Responsible Person	
Manual Handling		Safe use of Machinery and Equipment	

## Work Placement Agreement

**The Job:** The student will carry out work planned by a responsible person and the student will be given appropriate instructions before, and supervision whilst operating machinery or equipment.

**Health and Safety:** The employer will raise awareness to the student to matters of health and safety. The employer will ensure that the student does not operate any hazardous machinery or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use.

The employer recognises the need for risk assessments to be carried out for students before the placement and undertakes to monitor and modify this risk assessment during the placement to take account of an individual student's capabilities.

**Insurance:** Where applicable the employer will arrange for Employer's Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance, and will confirm that students on work related learning schemes are covered by each policy.

The employer will accept, or insure against liability for loss, damage or injury caused by the student, whilst on work experience with the organisation, to the Employer's property (material damage), other employees or third party, in the same way as for paid employees.

**Safeguarding/Data Protection:** The employer is reminded of his/her duty of care towards young people and to consider the suitability of staff who work with young people. Student's personal details are confidential and should be stored and safeguarded in accordance with the GDPR regulations.

**Accidents:** The employer agrees to notify Smithdon High School of any incident/accident involving the student.

### EMPLOYER CONFIRMATION AND AGREEMENT

Signature \_\_\_\_\_

(an electronic signature is fine and we will accept this as the same standing as a wet signature).

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## RISK ASSESSMENT for 14-16 YEAR OLD/YOUNG PERSONS/LEARNERS

<b>Employer</b>		<b>Name of Student/s</b>	
<b>Placement supervisor</b>		<p>OTHER INFORMATION: Has the learner declared any special needs or circumstances including any disability and / or medical conditions?</p> <p><b>YES /NO</b> If yes, please provide details</p>	
<b>Location of placement</b>			
<b>Nature of employment</b>			
<b>Dates of placement</b>			
<b>Key Considerations</b>			
<p>When assessing the risks to young people/learners, as the employer I have:</p> <ul style="list-style-type: none"> <li>• Taken into account the young persons/learners age, inexperience, immaturity and lack of awareness of risks</li> <li>• Given consideration to any other learning difficulties, disabilities or medical/health problems</li> </ul>			
<b>Main Tasks/Activities</b>	<b>Associated Risks</b>	<b>Actions/controls to eliminate or reduce the risks</b> <b>(Including training and PPE)</b>	


<b>Details of any Prohibited tasks or restricted areas</b>						
<b>Additional Comments</b>						
<b>Assessment carried out by</b>	<b>Name</b>		<b>Signature</b>		<b>Date</b>	
<b>Learner Acknowledgement</b>	<b>Name</b>		<b>Signature</b>		<b>Date</b>	

**Appendix 4**

**Smithdon High School**

**WORK EXPERIENCE AGREEMENT FORM**

Please sign and return 1 copy and keep the other copy for your reference.

<b>Student</b>			
<b>Student Name</b>		<b>Form</b>	

<b>Employer Details</b>			
<b>Company Name</b>		<b>Type of Business</b>	
<b>Contact Name</b>		<b>Position</b>	
<b>Email Address</b>		<b>Tel Number</b>	
<b>Address of Placement</b>		<b>Person responsible for student during placement</b>	
<p>The above named employer has agreed to the above named student working on their premises in accordance with the Employer Agreement. The employer agrees to abide by all legislation relating to Equal Opportunities, Health and safety and Child Protection. Expiration date of Employer's Liability Insurance has been checked to provide cover against accident and injury caused to the student by negligence of the employer or another employee. The employer has provided a young person's risk assessment and safe systems of work to cover all the tasks that they expect the student to undertake. A copy of the risk assessment is attached for your information.</p>			

<b>Job Description for Student</b>	
<b>Job Title</b>	
<b>Days/Hours of Work; Including breaks and lunch time</b>	
<b>Dress Code</b>	
<b>Outline of planned activities</b>	
<b>Specific clothing or equipment needed that isn't supplied</b>	
<b>Equipment / plant / machinery student will be expected to use</b>	

## Health and Safety Statement

**MOBILE PHONES:** Use of mobile phones during work placements should be restricted to during lunch times only and should be switched off during working hours to avoid distraction.

**SOCIAL NETWORKING AND CONFIDENTIALITY:** Students should not disclose or share any information regarding their Work Placement, their Employer or any staff members on any social networking site.

**INDUCTION:** Students will receive a health, safety and welfare induction on their first day. This may include first aid, supervision, fire procedures, accident reporting, chemical and manual handling, site lay-out and eating/drinking/ rest facilities.

**YOUNG PERSON'S RISK ASSESSMENT:** Under the Health and Safety Management Regulations, employers are required, and have, completed an individual young person's risk assessment identifying any significant risks and control measures: please find a relevant copy attached for your information.

**ACCIDENTS:** The employer has agreed to notify Smithdon High School of any incident/accident involving the student.

**ABSENCE:** Any illness or absence should be reported at the earliest convenience to both the employer and the careers lead: Miss S Fairweather via the school email [s.fairweather@smithdonhigh.org.uk](mailto:s.fairweather@smithdonhigh.org.uk)

### Notes

Parents are reminded that students are legally required to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of health and safety. Students must NOT enter areas designated as off limits or use/interfere with equipment also considered off limits. Students may not be supervised at lunchtimes and may leave the premises. Travel arrangements to and from the work placement are the responsibility of the student and parent.

### Student Agreement

As the student named I agree to take part in this work experience programme and to complete my experience workbook (which will be supplied by the school for completion during placement).

I agree to hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to any other person (including via social media) without the Employer's permission.

I agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representative or by the displayed instructions. I will pass on to my parent or guardian any information, given to me by my employer, which may affect my personal health, safety or welfare.

I have read the risk assessment completed by the employer and understand how to behave within the workplace.

I will attend all expected hours, try my hardest, be polite and professional and remember I am in a place of work, representing myself, my school and the company I am working with.

<b>Student Signature</b>		<b>Date</b>	
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### Parent/Carer Agreement

As parent / carer with legal responsibility for the student named above, I confirm that I have read and understood this form, the Job Description, Health and Safety Statement and have read the individual risk assessment.

I confirm that I have read the placement details, understand the level of insurance cover that the employer holds and agree to the student taking part in the work experience programme and by signing this form below, I agree to take full responsibility for my child's work experience placement from *Insert Date* to *Insert Date* inclusive.

I understand that no further responsibility for Health & Safety during the placement rests with the named Careers Lead Miss Fairweather, the Head teacher, Governors or Academy Trust of the school.

I confirm that he/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or to the health or safety of another person whilst in placement.

I confirm that suitable transport arrangements are in place.

<b>Parent/carers Signature</b>		<b>Date</b>	
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